

Common Procedures

Uniform



- Crested School Jumper – Philips or Barry's in Mallow
- Grey shirt
- Grey Trouser/pencil skirt
- Black foot wear – **must be totally black**

- Any student out of uniform should present to a Deputy Principal with a note before class
- Jackets and hoodies are not permitted during the school day

- PE uniform is for the day of PE only - uniform available from <https://playr-fit.com/davis-college/>
- If no PE uniform students come to school in normal uniform and change before and after PE.

N.B. Leggings/denims/combat trousers etc are not acceptable as PE uniform



**THE USE OF
MOBILE PHONES
IS NOT ALLOWED**

Phones

- Phones are not permitted for use in the school and must be placed in a phone pouch.
- Teachers may allow students use phones under supervision for educational purposes.
- Texting/ringing home from mobiles due to illness is not permitted – anyone who is ill must present at the main school office
- **Use of mobile phones leads to immediate suspension**

Eating and drinking

- Breakfast is free
- Mid-morning break is free
- Free water all day- bring your own bottle
- Lunch is €2 to €2.50 depending on what students choose
- Chewing gum is not permitted.





Attendance

Reporting Absence from School

- Parents are required to contact school phone/APP/email on the morning of absence
- Parents should also complete an absence note at the back of the student diary

Arriving late to school

- Anyone arriving to school after 9.00am must present at the office to be marked present on the roll.
- Those arriving after 9.40 should have a note to explain their absence.

Permission to leave early

- If leaving early, notes must be presented in the office before 9am or submitted on the App.
- Irrespective of why a student is leaving, they must go to the general office to be signed out.

Collecting Students Unannounced

Please be patient as secretarial staff have other duties and this combined with the size of the campus means you may have to wait a few minutes. Therefore, ***anyone who feels unwell and who may need to go home must come to the main office. Texting home and proceeding to attend class while waiting to be collected is not acceptable for someone that unwell. It will undoubtedly lead to delay when collecting. It may also incur a penalty for use of mobile phone without permission.***